



Baldwin County Commission

Legislation Text

File #: 21-1056, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 7/20/2021

Item Status: New

From: Wanda Gautney, Purchasing Director/Cian Harrison, Clerk/Treasurer

Submitted by: Loren Lucas, Assistant Purchasing Director

ITEM TITLE

Rental of One (1) New Copy Machine for the Baldwin County Finance and Accounting Department Located in Bay Minette, Alabama for the Baldwin County Commission

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the rental agreement with **Sharp Electronics Corporation** for the rental of one (1) new copy machine off the State of Alabama bid for thirty-six (36) months effective on the date of full execution as follows:

Location: Finance and Accounting Department - Bay Minette

Model: MX-6071

Price: \$217.00/month

Excess Charge/copy: \$0.0054 BW; \$0.0400 Color

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The rental agreement for the copy machine currently in use at the Finance and Accounting Department in Bay Minette has ended. Sharp Electronics Corporation has submitted a rental agreement for a new copy machine off the State of Alabama Contract. The proposed rental agreement is for a period of thirty-six (36) months and will include all supplies, toner and developer. Baldwin County is paying a total of \$217.00 per month for the machine currently in use, and this amount would remain the same for the new machine under the proposed rental agreement.

FINANCIAL IMPACT

Total cost of recommendation: \$217.00 per month

Budget line item(s) to be used: 10051700.52210

If this is not a budgeted expenditure, does the recommendation create a need for funding?

N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

Standard State of Alabama Contract Rental Agreement

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 7/20/2021

Individual(s) responsible for follow up: Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):

Letter to vendor

Additional instructions/notes: N/A